

REGULAR OPEN MEETING
Posted April 29, 2009 3:00 p.m.

REVISED AGENDA

Regular Board Meeting – Gasconade County SWCD
USDA Service Center
Monday, May 4, 2009
8 p.m.

1. Open Meeting – Chairman
2. Review Minutes of the April 6th, Board Meeting – Secretary
3. Financial Report for April – Treasurer
 - Treasurer's Report
 - Review Time Sheets
4. Unfinished Business
 - ☐ Bank Change?
 - ☐ Personnel Policy
 - ☐ Swanson Drill Bill update
5. Cost-Share – Fund Status
 - ☐ Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan/ Farm #	Cost-Share Practice	Contract, Change Order or Payment	Obligation /Claimed	Soil Saved	Application/ Number
Don Witthaus	HEL 1911					
James/Peggy Schafer	C/S 510	DSP-3.4	Contract	\$457.11		062-09-0039
Clark Glaser	HEL 656					
Rockin' W Alpaca Ranch		DSL-1	Payment	\$2,213.44		062-09-0010
William/Richard Buddemeyer		DSP-3	Change Order	\$		
Schwarz Living Trust	SAFE 2447					
Wm/Melissa Howard	CRP T2711					
Dana/Madgeline Howard	CRP T1260					
Dana/Madgeline Howard	CRP T1263					

6. New Business
 - ☐ Annual Plan of Action
 - Memorandum of Understanding and EEO
 - ☐ Newsletter printing
 - ☐ Contract Services
 - ☐ Postage Meter
 - ☐ Performance Review - Diana Mayfield
7. NRCS Reports, District Reports
8. Mail
 - ☐ MASWCD E-News
 - ☐ NACD e-notes
9. Calendar of Events
 - ☐ May 9, Pasture Tour at Koepke's
 - ☐ May 13, SWCP Commission Meeting
 - ☐ May 14-15, Grazing School, Swiss, MO
 - ☐ May 25, Memorial Day
 - ☐ June 1-2, Cultural Resource Training for Terry DuBois
10. Adjourn. Next Meeting June 1, 2009, at USDA Service Center, 8 p.m.

Soil & Water Conservation District Boards may go into closed session at this meeting if such action is approved by a majority vote of the board members who constitute a quorum to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); personnel records or applications under §610.021(13), records under § 610.021(14), or audit issues under § 610.021(17), which are otherwise protected from disclosure by law.

REGULAR OPEN MEETING
Posted April 29, 2009 3:00 p.m.

AGENDA

Regular Board Meeting – Gasconade County SWCD
USDA Service Center
Monday, May 4, 2009
8 p.m.

1. Open Meeting – Chairman
2. Review Minutes of the April 6th, Board Meeting – Secretary
3. Financial Report for April – Treasurer
 - Treasurer's Report
 - Review Time Sheets
4. Unfinished Business
 - ☐ Bank Change?
 - ☐ Personnel Policy
 - ☐ Swanson Drill Bill update
5. Cost-Share – Fund Status
 - ☐ Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan/ Farm #	Cost-Share Practice	Contract, Change Order or Payment	Obligation /Claimed	Soil Saved	Application Number
Don Witthaus	HEL 1911					
James/Peggy Schafer	C/S 510	DSP-3.4	Contract	\$457.11		062-09-0039
Clark Glaser	HEL 656					
Rockin' W Alpaca Ranch		DSL-1	Payment	\$2,213.44		062-09-0010

Approved by Ron Hardecke, 04/24/09

6. New Business
 - ☐ Annual Plan of Action
 - Memorandum of Understanding and EEO
 - ☐ Newsletter printing
 - ☐ Postage Meter
 - ☐ Performance Review - Diana Mayfield
 - ☐ Memorandums and Letters
7. NRCS Reports, District Reports
8. Mail
 - ☐ MASWCD E-News
 - ☐ NACD e-notes
9. Calendar of Events
 - ☐ May 9, Pasture Tour at Koepke's
 - ☐ May 14-15, Grazing School, Swiss, MO
 - ☐ May 25, Memorial Day
 - ☐ June 1-2, Cultural Resource Training for Terry DuBois
10. Adjourn. Next Meeting June 1, 2009, at USDA Service Center, 8 p.m.

Soil & Water Conservation District Boards may go into closed session at this meeting if such action is approved by a majority vote of the board members who constitute a quorum to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); personnel records or applications under §610.021(13), records under § 610.021(14), or audit issues under § 610.021(17), which are otherwise protected from disclosure by law.

Minutes of the
Gasconade County Soil and Water Conservation District
Regular Board Meeting – USDA Service Center
April 6, 2009

Chairman, Ron Hardecke, called the Regular Board meeting to order at 9:07 p.m. Those present were: Ron Hardecke, Chairman; Curtis Koelling, Vice-Chairman; Gene Rademacher, Member; Dennis Berger, new member; Andy Read, Secretary; Melinda Barch, District Conservationist; and Diana Mayfield, District Manager. The District Technician position is vacant as of this date.

After conducting eight interviews for the technician position, Gene Rademacher moved to offer the position to Terry DuBois with alternates being Jared Fritzemeyer and then Valerie Edmondson. Curtis Koelling seconded the motion. The motion carried 5-0. Diana Mayfield is to see if Mr. DuBois would accept and when he could start. The position is to be offered at \$10.59 per hour.

The minutes of the March 2nd meeting were read. Curtis Koelling made the motion to approve the minutes. Gene Rademacher seconded the motion. Motion carried 5-0.

The March treasurer's report and time sheets were reviewed. Beginning balance of \$19,564.00 and ending balance of \$11,331.54. Dennis Berger made the motion to approve the treasurer's report and the time sheets. Curtis Koelling seconded the motion. Motion carried 5-0.

The Board reviewed the quarterly reports and the different fund sheets with the newest board members. Gene Rademacher made the motion to approve the quarterly reports. Andy Read seconded the motion. The motion passed 5-0.

Unfinished Business

- ❖ The Board reviewed the votes taken for the Area II and Area IV Supervisor Election. Curtis Koelling made the motion to approve the Election Certification Sheet as written. Gene Rademacher seconded the motion. The motion carried 5-0.
- ❖ The Board was asked to open nominations for reorganization. Gene Rademacher nominated Ron Hardecke for chairman. Curtis Koelling seconded the nomination. Dennis Berger moved to cease the nominations and elect Ron Hardecke as chairman by acclamation. Gene Rademacher seconded that motion. The motion passed 4-0, with Ron Hardecke abstaining.

Gene Rademacher nominated Curtis Koelling to serve as vice-chairman. Andy Read seconded the motion. Dennis Berger moved to cease the nominations and elect Curtis Koelling as vice-chairman by acclamation. Andy Read seconded

the motion. The motion carried 4-0 with Curtis Koelling abstaining.

Gene Rademacher nominated Dennis Berger for the position of treasurer. Dennis Berger declined the nomination as being the newest member of the board he felt he needed time to become acquainted with the board and its dealings. Dennis Berger nominated Gene Rademacher as treasurer. Andy Read seconded the nomination. Ron Hardecke moved to close nominations and elect Gene Rademacher as treasurer by acclamation. Andy Read seconded the motion. The motion carried 4-0 with Gene Rademacher abstaining.

- ❖ The Board was asked who was to be approved for signing checks. Curtis Koelling made the motion to approve Diana Mayfield, Ron Hardecke, Dennis Berger, and Gene Rademacher to be available to sign checks since they were considered to be local. Andy Read seconded the motion. The motion carried 5-0.
- ❖ The Board was asked to consider possibly changing banks. Gene Rademacher suggested that the district manager check into all the particulars in regards to direct deposits, automatic withdrawals, and remaining check stock and discuss it at the next board meeting. It was, therefore, decided to hold off on filing a new signature card.
- ❖ Due to the late time frame, the personnel policy changes were deferred to the May Board Meeting.
- ❖ The Board reviewed the Geese Grazing System request with the new board members. No action was taken at this time. Melinda Barch indicated that this practice is still being considered for EQIP.

New Business

- ❖ The Board reviewed the FY 09 cost-share fund status which showed that we have obligated \$107,937.55 and have \$10,291.71 pending obligation. That gives us 80% allocated and we have claimed 47%.
- ❖ The Board reviewed the changes for the DSP-3 and the overall changes to the cost-share program if the HB 428 passes in the legislature. After some discussion in regards to why the district sets landowner limits on practices, Andy Read made the motion to keep the DSP-3 limits at \$6,000 per landowner, per year. Curtis Koelling seconded the motion. The motion carried 5-0. During review of the cost-share applications, it was brought to the board's attention that they had increased the maximum for Grazing Systems at the beginning of the fiscal year to \$7,000. Andy Read made a motion to amend his previous motion of \$6,000 per landowner to \$7,000 per landowner for DSP-3 systems. Curtis Koelling seconded the motion. The motion carried 5-0.
- ❖ Diana Mayfield discussed with the board the maintenance agreement requirements for the new DSP-3 systems. She briefed the new members on the

board's policy of filing all 10 year contracts with the county courthouse. Curtis Koelling was under the impression that the board was required to file at the courthouse by DNR. This is not the case. It is highly recommended and Melinda Barch indicated that Maries and Osage counties do not file. As Gasconade County had some issues earlier on, policy was set to file all 10 year practices. Diana Mayfield told the board that she felt it was rather silly to pay \$27 to file a maintenance agreement on practices which only paid out between \$200 and \$1,000. Andy Read made the motion to file only those applications that exceeded \$1,000. Curtis Koelling seconded the motion. The motion carried 5-0.

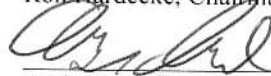
- ❖ Melinda Barch reviewed the Conservation Plans from the NRCS Toolkit program and the DNR CMT program. She reiterated that, until such time as the Board has a Technician II, NRCS would have to be responsible for signing off on practices and the plans must be from Toolkit. She asked the board which of the two plans they would like for landowners to receive. Gene Rademacher made the motion to give the landowners the simple NRCS version. Andy Read seconded the motion. The motion carried 5-0.
- ❖ Diana Mayfield reviewed the cost-share and conservation plans being presented for approval. Curtis Koelling made the motion to approve the cost-share contracts (listed separately). Dennis Berger seconded the motion. The motion carried 5-0.
- ❖ The board deferred the review of the Memorandum of Understanding and the EEO policy until the May meeting.
- ❖ Diana Mayfield presented the board with an analysis of the payroll since 2006 and showed where DNR changed their allocation procedures. Since the resignation of Debbie Raaf, the district will be losing part of their current allocation due to the re-assignment of the funds by the Board to be fairer to all employees. Ron Hardecke indicated that, "the Employee's Association got what they asked for." Dennis Berger made the motion that Ron Hardecke go see Jim Plassmeyer at DNR and try to come to understand why the Manager position was decreased and the technician was dramatically increased by DNR before writing a letter to the Commission. Gene Rademacher seconded the motion. The motion carried 5-0. Curtis Koelling then made the motion to continue to fund the manager position as it is until the end of the fiscal year using local funds. Andy Read seconded the motion. The motion carried 5-0.
- ❖ Diana Mayfield then expressed frustration with the collection of the Great Plains Drill bill for Steve Swanson. This is not the first time he has been delinquent with his payment. He was required to pay one-half of the bill up front, as required by board policy. This time, however, she has been unable to contact him by phone – it has been busy

for over a month, and she has sent him seven invoices. The outstanding bill is over \$350 and the Board is required to collect it. Gene Rademacher made the motion to contact the prosecuting attorney in regards to this matter and to see if maybe the attorney general could maybe help with the collection. Andy Read seconded the motion. The motion carried 5-0. Dennis Berger then made the motion that if ^{she} ~~Steve Swanson~~ wants to use the drill again, he must pay for the entire bill up front. Curtis Koelling seconded the motion. The motion carried 5-0. *anyone with 2 or more*

- ❖ The Board reviewed the information/education grant budget for the bus tour to Wurdack Farms in 2010. Diana Mayfield asked the board if they would consider adding approximately \$190 from the local funds to this budget to get some soil sampling brochures produced. Gene Rademacher made the motion to approve this request. Curtis Koelling seconded the motion. The motion carried 5-0.
- ❖ The Board reviewed the memorandum and letters.
- ❖ The Board reviewed the District reports. Melinda Barch indicated that Roger Hansen would be retiring on June 3, 2009.
- ❖ Ron Hardecke entertained a motion to adjourn. Dennis Berger made the motion to adjourn. Andy Read seconded the motion. All in favor. Meeting adjourned at 11:45 p.m.
- ❖ Next Regular Board Meeting is scheduled for Monday, May 4, 2009, at 8 p.m.



Ron Hardecke, Chairman



Andy Read, Secretary

Contract Approved

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT. 3

62 - GASCONADE SWCD				
Contract #	Practice	Allocation Group	Cooperator	Obligated \$
R 062-09-0035	DFR-05	WOODLANDS	FRITZMEYER, JEROME & JUDY	\$2,009.87
R 062-09-0036	DSL-01	VEGETATIVE	MANGRUM, DANIEL & KRISTY	\$1,527.13
R 062-09-0037	DSL-01	VEGETATIVE	MANGRUM, DANIEL & KRISTY	\$1,043.33
R 062-09-0038	DWC-01	STRUCTURES	BOCKTING, KENT & LORI	\$6,000.00
4 Contracts Board Approved				Sum of Contracts Obligated \$ \$10,580.33

Change Orders Approved

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT. 3

62 - GASCONADE SWCD				
Contract #	Practice	Allocation Group	Cooperator	Change
R 062-09-0027 CO4	DSP-03	SPECIAL PROJECTS	BUDDENMEYER, WILLIAM & RICHARD	\$7,000.00
R 062-09-0031 CO1	DFR-05	WOODLANDS	DIEBAL, BILL	\$3,201.75
R 062-09-0032 CO1	DSP-03	SPECIAL PROJECTS	MERCER, LUCILLE	\$7,000.00
3 Change Orders Board Approved				Change In Obligation \$108.70

Contract Payments Approved

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT. 3

62 - GASCONADE SWCD				
Contract #	Practice	Allocation Group	Cooperator	Change
R 062-09-0021	DSP-03	SPECIAL PROJECTS	KURBELMEYER, DENNIS & BRENDA	\$756.32
R 062-09-0028	DFR-05	WOODLANDS	LENAUER, DONALD	\$3,121.80
R 062-09-0031 CO1	DFR-05	WOODLANDS	DIEBAL, BILL	\$3,599.07
3 Contract Payments Board Approved				Sum of Contract Payment \$ \$7,477.39

CS Farm/Tract Records

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT. 3

Farm #	Tract #	Location	Legal Owner	HUC	Primary PWSS	Secondary PWSS	Cons Plan App Date
1150	304	S-9 T-44N R-6W	BOCKTING, KENT & LORI	10290203-040004			04/06/2009
2177	1713	S-28 T-43N R-4W	MANGRUM, DANIEL & KRISTY	10300200-050002			04/06/2009
2684	2723	S-8 T-43N R-4W	FRITZMEYER, JEROME & JUDY	10300200-050002			04/06/2009

CONSERVATION PLANS ONLY
Ranzo Nowack
Swallow Tail LLC
Joseph Candrl
Feed Inc.

HEL Farm # 370
CRP Farm # 3196
HEL Farm # 686
HEL Farm # 659

04/08/09
04/06/09
04/06/09
04/06/09

By: DIANA
04/28/09 7:31am

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

king account #: MAIN
es: From 04/01/09 To 04/30/09

Check/Dep-#	Date	Description	Payee	Amount
-------------	------	-------------	-------	--------

Checking account: MAIN	Beginning Checking Account Balance for: Apr	\$11,331.54
Auto bal account #: 00-00-100		

Bank ID: 081009428	Bank name: First Bank
Acct #: 4876403659	Phone:

Checks

3874	04/03/09	MEAL FOR ED SEMINAR	RON	\$10.04
3875	04/03/09	PAYROLL - DEBBIE 04/03/09	DEBBIE	\$740.20
3876	04/03/09	PAYROLL-DIANA 04/03/09	Diana	\$752.35
3877	04/03/09	ELECTION/TECHNICIAN AD	WARDEN	\$230.74
3878	04/03/09	ELECTION/TECHNICIAN AD	HERMANN	\$275.20
3879	04/03/09	TECHNICAN AD	TRI-COUNTY	\$28.50
3093880	04/09/09	UNEMPLOYMENT PYMT ON-LINE	UNEMPLOY	\$98.11
3882	04/09/09	GREAT PLAINS PARTS	DONALD	\$13.98
3883	04/09/09	OFFICE SUPPLIES	QUILL	\$134.83
3884	04/13/09	NEWSLETTER PAPER	QUILL	\$69.97
3885	04/15/09	APRIL NEWSLETTER	POSTMASTER	\$162.11
3880	04/17/09	PAYROLL-DEBBIE 04/17/09	DEBBIE	\$1,570.98
3881	04/17/09	PAYROLL-DIANA 04/17/09	DIANA	\$752.35
	04/17/09	DIANA'S HEALTH PYMT	ST. MARY	\$1,886.87
	04/17/09	DIANA'S X-RAYS	JEFFMEDICA	\$14.84
3888	04/17/09	HEALTH PYMT	JEFFMEDICA	\$91.67
9413881	04/17/09	941 PAYMENT ON LINE	FIRST	\$1,304.44
		Total Checks		\$8,137.18

Deposits

CR041509	04/15/09	CASH RECEIPTS	(\$711.90)	Deposit
BI033109	04/17/09	BANK INTEREST	(\$1.39)	Deposit
CR042309	04/23/09	GRAZING SCHOOL RECEIPTS	(\$475.00)	Deposit
HLTH042309	04/23/09	HEALTH ALLOCATION	(\$2,038.02)	Deposit
SA042709	04/27/09	STATE ALLOCATION	(\$16,421.21)	Deposit
		Total Deposits	(\$19,647.52)	

Total Deposits less Checks for the month: (\$11,510.34)

Ending Checkbook Balance: Apr \$22,841.88

-----End of report-----

By: DIANA
04/28/09 7:31am

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

king account #: 150
es: From 04/01/09 To 04/30/09

Check/Dep-#	Date	Description	Payee	Amount
-------------	------	-------------	-------	--------

Checking account: 150		Beginning Checking Account Balance for: Apr		\$14,335.05
Auto bal account #: 00-00-150				

Bank ID:	Bank name: FIRST BANK
Acct #: 876660004479	Phone:

Checks

Total Checks \$0.00

Deposits

CDIN033109 04/17/09 CD INTEREST 03/31/09

Total Deposits (\$43.22) Deposit (\$43.22)

Total Deposits less Checks for the month: (\$43.22)

Ending Checkbook Balance: Apr \$14,378.27

-----End of report-----

By: DIANA
04/28/09 7:32am

GASCONADE COUNTY SWCD
District Quarterly Report

Page 1

ting period: 04/01/09 to 04/30/09

Starting account: First

Ending account: Last

Details are not shown

Print zero dollar accounts: No

Fund: 01 Local Funds

Account-#	Description	Beg-Bal	Tot-Debit	Tot-Credit	End-Bal
1-00-300	BEGINNING FUND BALANCE	(\$24,159.86)	\$0.00	\$0.00	(\$24,159.86)
01-00-400	INTEREST EARNED ON CHECKING	(\$18.15)	\$0.00	(\$1.39)	(\$19.54)
01-00-401	INTEREST ON CD	(\$478.30)	\$0.00	(\$43.22)	(\$521.52)
01-00-403	NEWSLETTER ADVERTIZING DONATIO	(\$37.50)	\$0.00	\$0.00	(\$37.50)
01-00-404	COUNTY COMMISSION	(\$2,500.00)	\$0.00	\$0.00	(\$2,500.00)
01-00-406	DONATIONS FIELD DAYS	(\$185.00)	\$0.00	\$0.00	(\$185.00)
01-00-415	SALE OF GOODS	(\$136.00)	\$0.00	(\$20.00)	(\$156.00)
01-00-430	ATV EQUIPMENT RENTAL	(\$80.00)	\$0.00	\$0.00	(\$80.00)
01-00-432	JOHN DEERE DRILL RENTAL	(\$2,182.57)	\$0.00	\$0.00	(\$2,182.57)
01-00-433	GREAT PLAINS DRILL RENTAL	(\$1,609.73)	\$0.00	(\$216.90)	(\$1,826.63)
01-00-435	BURN EQUIPMENT RENTAL	(\$20.00)	\$0.00	\$0.00	(\$20.00)
01-00-503	CONTRACTED TECHNICAL SERVICES	\$1,323.06	\$0.00	\$0.00	\$1,323.06
01-00-531	DISTRICT PORTION SOCIAL SECURI	\$3.44	\$0.00	\$0.00	\$3.44
01-00-545	SUPERVISOR TRAVEL	\$228.11	\$10.04	\$0.00	\$238.15
01-00-550	EQUIPMENT MAINTENANCE	\$27.39	\$0.00	\$0.00	\$27.39
01-00-631	DRILL INSURANCE	\$476.57	\$0.00	\$0.00	\$476.57
-632	JOHN DEERE DRILL REPAIR	\$1,364.47	\$0.00	\$0.00	\$1,364.47
-633	GREAT PLAINS DRILL REPAIR	\$340.72	\$13.98	\$0.00	\$354.70
01-00-635	JOHN DEERE MAINTENANCE	\$600.00	\$0.00	\$0.00	\$600.00
01-00-637	ROTOWIPER INSURANCE	\$150.40	\$0.00	\$0.00	\$150.40
01-00-638	ROTOWIPER REPAIR	\$13.97	\$0.00	\$0.00	\$13.97
01-00-641	ATV EQUIPMENT INSURANCE	\$36.24	\$0.00	\$0.00	\$36.24
01-00-800	OFFICE SUPPLIES	\$219.15	\$0.00	\$0.00	\$219.15
01-00-805	DONATIONS AND SPONSORSHIPS	\$25.00	\$0.00	\$0.00	\$25.00
01-00-830	ANNUAL MEETING	\$349.59	\$0.00	\$0.00	\$349.59
01-00-832	NEWSLETTER EXPENSE	\$658.68	\$0.00	\$0.00	\$658.68
01-00-833	DEMONSTRATIONS/FIELD DAYS	\$191.50	\$0.00	\$0.00	\$191.50
01-00-915	COST-SHARE MAINTENANCE	\$135.00	\$0.00	(\$135.00)	\$0.00

Summary Page:

Beginning Balance: (\$25,263.82)

Total Income: (\$261.51)

Total Expenses: (\$130.98)

Funds Remaining: (\$25,656.31)

Sale of Goods - 20.00
Cost Share Main 135.00
(155.00)

Less
Drill Repair 13.98
Supv Trvl 10.04
24.02

155.00
24.02
(130.98)

Fund Status (2009)

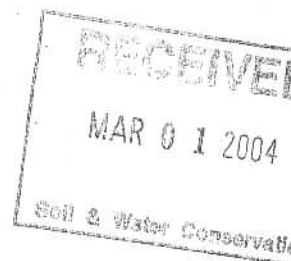
62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT. 3

R REGULAR COST-SHARE					
Allocation Group	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments
VEGETATIVE	\$39,628.83	\$35,364.18	\$4,264.65	\$32,793.72	\$6,835.11
STRUCTURES	\$54,000.00	\$42,000.00	\$12,000.00	\$30,000.00	\$24,000.00
SPECIAL PROJECTS	\$39,000.00	\$31,796.27	\$7,203.73	\$5,837.84	\$33,162.16
WOODLANDS	\$15,000.00	\$8,730.74	\$6,269.26	\$6,720.87	\$8,279.13
Project Sub Total	\$147,628.83	\$117,891.19	\$29,737.64	\$75,352.43	\$72,276.40
Grand Totals	\$147,628.83	\$117,891.19	\$29,737.64	\$75,352.43	\$72,276.40

80% obligated

64% Paid

COOPERATIVE WORKING AGREEMENT
Between the
NATURAL RESOURCES CONSERVATION SERVICE
UNITED STATES DEPARTMENT OF AGRICULTURE
And
THE GASCONADE COUNTY SOIL AND WATER CONSERVATION
DISTRICT
And
THE MISSOURI STATE SOIL AND WATER DISTRICTS COMMISSION



For their Cooperation in the
Conservation of Natural Resources

THIS AGREEMENT is between the Natural Resources Conservation Service (NRCS), an agency of the United States Department of Agriculture (USDA), referred to as the "Service" and the local County Soil and Water Conservation District referred to as the "District," and the State Soil and Water Districts Commission referred to as the "Commission," herein jointly referred to as "The Partnership."

AUTHORITIES, STATUTES, LAWS

The **Service** is authorized to cooperate and furnish assistance to the parties in the conservation of natural resources as provided in the Soil Conservation and Domestic Allotment Act, 16 U.S. C. Section 590; The Department of Agriculture Reorganization Act of 1994, Public Law 103-354; and Secretary's Memorandum No. 1010-1, Reorganization of the Department of Agriculture, dated October 20, 1994.

The District has been organized pursuant to the "Missouri Soil and Water Conservation Districts Law" (278.060 - 278.155, RSMo) to promote all reasonable measures for the saving of soil and water within that soil and water conservation district and to exercise all public powers in connection with soil and water conservation objectives.

The **Commission** is authorized by "The Soil and Water Conservation Districts Law" (278.060 - 278.155, RSMo) to formulate policies and general programs for the saving of Missouri's soil and water by the soil and water conservation districts and to exercise all public powers in connection with soil and water conservation.

The purpose of this agreement is to supplement the Mutual Agreement between the United States Department of Agriculture and the State Soil and Water Districts Commission of Missouri. This cooperative working agreement documents those areas of common interest to the state, federal, and local partnership in natural resource conservation.

The customers of the partnership to this agreement are individual landowners, other land users, Federal and State land management agencies, local units of government, and the general public.

PURPOSE AND SCOPE

The purpose of this Cooperative Working Agreement is to define the roles and responsibilities of the Partnership in addressing the specific natural resource conservation needs of our customers.

This agreement is not a legally binding document, but a mutual pledge of cooperation in providing leadership and assistance in natural resource conservation.

Each partner may have specific responsibilities and function differently, yet will rely on each other for the successful delivery system of conservation programs related to improving and protecting Missouri's natural resources.

An Operational Agreement may be developed by the partners at the local level that outlines specific policy and procedures as agreed upon by all partners involved in this Cooperative Working Agreement.

MISSION

The mission of the Conservation Partnership is to provide leadership and administer programs to help people conserve, improve, and sustain our natural resources and environment.

VISION

It is our intent to be leaders in providing quality, innovative service for the conservation and enhancement of Missouri's natural resources.

COMMUNICATION

Good communication is the basis of success in carrying out the goals and objectives of this Cooperative Working Agreement among the Conservation Partners. Since it is a partnership, communication is a vital part of the cooperation that is necessary for the Partners' programs to be implemented and administered successfully. All aspects of the Conservation Partners' programs are dependent upon using communication in an effective and positive way, whether it is between the partners themselves or at the level of the customer. The Conservation Partners will examine their communication needs and find the most effective ways to establish and maintain good communication practices in order to deliver the best programs and services possible.

ROLES AND RESPONSIBILITIES

The District has the responsibility to provide local leadership in identifying and addressing resource needs.

The Service provides technical assistance through local soil and water conservation districts to assist land owners/operators in the conservation and management of natural resources.

The Commission is charged with formulating policy and general programs for the saving of Missouri's soil and water by soil and water conservation districts. The Commission will serve as the administrative agency in all matters arising from the provisions of the Missouri Soil and Water Conservation Districts Law.

GUIDING PRINCIPLES

The Partnership will provide state and local leadership in resource conservation and mutually agree to:

- Develop and maintain a comprehensive long range plan. This will guide the Partnership in addressing priority local natural resource issues with effective strategies which are acceptable to the customers.
- Develop a District Conservation Partnership Annual Plan of Work, which may include both District and Service activities and priorities that are compatible with the Long Range Plan.
- Maintain and improve a grass-roots delivery system.
- Build new alliances to expand the Partnership.

- Involve each partner in the decision-making process. Maintain decision making at the local level whenever possible and empower people to make decisions at the lowest appropriate level.
- Promote economically and technically sound conservation measures.
- Foster a spirit of cooperation by advancing team building and practicing teamwork.
- Advocate comprehensive resource management planning which meets customer needs and addresses natural resource concerns.
- Work toward effective customer service by listening, anticipating, and responding to our customers' natural resource needs. This commitment will be a basis for decision making at each level of organization.
- Develop and maintain an effective communication system throughout the Partnership.

PROGRAM DIRECTION AND DEVELOPMENT

The District agrees to be responsible for program development and direction based on natural resources and customer needs. District programs will be developed by the district board based on the input of the conservation partners and others. This will give direction for setting goals and developing strategies. The District will submit to the Commission for approval those rules, policies, forms and reports which are required for the administration and accountability of the programs.

The Service agrees to provide resource data, analysis, technical information, assistance, and available USDA programs to support the district. It will also utilize the district's direction in developing the means for the effective delivery of programs and services.

The Commission agrees to formulate policy and general programs and allocate appropriated funds to assist the district in addressing its resource needs. This includes effectively administering a state-funded soil and water conservation cost-share program. It will also convey to the districts any other available aid. The Commission will provide support for its programs through Commission staff.

The Partners may utilize the services of other agencies or organizations to carry out the programs.

SERVICE (PROGRAM) DELIVERY

Natural Resource Data and Planning

The Partners will coordinate with public and private groups, other resource agencies, and interested parties to share information and resources in developing natural resource plans.

Pertinent natural resource, economic, and social data from credible sources will be collected and used in natural resource planning. The Partnership will review data to insure reliability.

The Partners agree to identify, define, and coordinate the collection and use of resource inventory data. They will cooperate in monitoring and validating the resource inventory to ensure the data meets the needs of resource planning and evaluation processes.

The Service will have leadership responsibility for the maintenance of natural resource information. The Partners agree to work toward establishing and maintaining accessible databases.

The Partners will coordinate their efforts in the communication of program information to their customers.

Technical Standards

The Partners agree to adopt the Service's Field Office Technical Guide as the standard for planning and implementing resource management systems and practices. The Service will have primary responsibility for developing and maintaining the Technical Guide. The Service will consult with the Districts and the scientific community in making revisions or additions.

The Partners will concur with the assignment of conservation planning and application responsibilities and job approval to employees based on employees knowledge, skill, ability level, and within applicable laws and guidelines.

Technical Assistance

The Partners will work together to determine the amount of technical and administrative assistance needed and available for program delivery at each level. Work organization and staff assignments and responsibilities for technical assistance will be coordinated by the partners at the lowest possible level.

Geographical Boundaries

The District will be the basic service boundary for district personnel. The District may allow personnel to work across district boundaries at the district's discretion. The Service will work with individual districts in program planning including assignment of priorities and determining technical assistance needs.

Districts may elect to develop multi-district/NRCS program plans for a common resource area or Field Office Service Area. The Service will provide assistance with an interdisciplinary team working across district boundaries.

OPERATING PROCEDURES

Equipment and Supplies

The Partners agree to provide equipment and supplies within limitations of funds necessary to carry out their programs.

The Partners will authorize employees to use each other's equipment or supplies available when such use will increase program effectiveness, is in accordance with policy, and consistent with the mission.

The Partners will require their employees to follow each other's management regulations and procedures as required in the management of equipment, supplies, and office space.

Transportation

The Service agrees to provide transportation within fund limitations and service guidelines.

The District agrees to provide transportation as needed and available beyond that which is provided by the Service.

Facilities and Records

The Service will direct its primary resources toward technical staff, office space, and transportation for both Service and District needs within fund limitations and authorities.

The District will provide clerical assistance for records management of both Service and District needs within fund limitations and authorities.

The Service agrees to provide office space and related services when such space and/or service can be provided within fund limitations and authorities. The Service will permit conservation partners to use Service communications for official business.

The Partners agree to consult with each other on office space needs.

The District will keep a full and accurate record of all its proceedings, resolutions and policies issued or adopted.

Each Partner will provide guidance and technology necessary for reports, records management, and other administrative needs of the programs.

The Partners agree to follow the guidelines of the party with program responsibility for records management of that program.

FINANCIAL RESPONSIBILITY

The Partners will work together to maximize available resources to accomplish natural resource priorities.

Neither the Service, the District, nor the Commission is bound by any obligation in this agreement which will involve the expenditure of funds in excess of the amounts made available to any partner.

The Partners agree to be accountable regarding any funding that is obtained from any partner.

The District will provide for surety bonds for all officers and employees entrusted with funds or property.

PERSONNEL

The responsibility of employment of personnel will be determined by each partner for its employees. The partners will work together to coordinate staffing that supports identified resource needs.

Employees will receive a scheduled job performance evaluation, which may include participation of Partnership agencies. Overall supervision of employees will be the responsibility of each partner for its own employees. Daily work coordination may be established upon the agreement of all involved.

All employees will receive an orientation and be provided with a detailed job description.

The **District** will develop a personnel policy to serve their employees with issues such as benefits, salaries, leave policies, work scheduling, hiring, termination and any other issue they deem to be pertinent.

Training will be made available to employees to meet the duty requirements of each job and to improve efficiency and effectiveness of conservation programs and services. All **Partners** should participate in sharing training opportunities which will improve the quality and quantity of service to the customer.

COMPLIANCE WITH FEDERAL, STATE, LOCAL LAWS AND REGULATIONS

Each **Partner** will comply with all Federal, State, and Local Laws and Regulations.

The **Service** is authorized to cooperate and furnish assistance to the parties in the conservation of natural resources as provided in the Soil Conservation and Domestic Allotment Act, 16.590; The Department of Agriculture Reorganization Act of 1994, Public Law 103-354; and Secretary's Memorandum No. 1010-1, Reorganization of the Department of Agriculture, dated October 20, 1994.

The Missouri Soil and Water Conservation Districts Law (Section 278.060-278.300, RSMo) authorizes the **Districts** to enter into agreements with the United States and its agencies.

The **Partners** will each assume liability for the actions of their officials and employees acting within the scope of their duties to the extent provided by law.

CIVIL RIGHTS

By signing this agreement, the recipient assures the Department of Agriculture that the program or activities provided for under this agreement will be conducted in compliance with all applicable federal civil rights laws, rules, regulations, and policies.

NATURAL RESOURCES CONSERVATION SERVICE

By: Roger L. Haner
(State Conservationist)

Date: 2/18/04

GASCONADE COUNTY SOIL AND WATER CONSERVATION DISTRICT

By: Russell C. Laboube VICE-CHAIRMAN
(Chairperson, Soil and Water Conservation District)

Date: 2-9-2004

MISSOURI SOIL AND WATER DISTRICTS COMMISSION

By: Elizabeth Braun
(Chairperson, Missouri Soil and Water Districts Commission)

Date: 3/23/04

is reached, the complainant is issued a Notice of Right to File a formal complaint of discrimination.

Alternative Dispute Resolution (ADR)

ADR includes a variety of techniques and approaches to achieve a collaborative resolution. The primary ADR technique used by USDA is mediation. It is offered in both the Pre-Complaint and Formal Complaint stages of the EEO Complaint Process. The ADR process, or mediation, must be completed within 90 calendar days from the date of initial contact with the counselor. An ADR Specialist assigned to the complaints branch contacts all involved parties to schedule face-to-face mediations. If a resolution is reached, the parties complete a mutually agreed upon settlement agreement and the complainant withdraws the complaint. If no resolution results from mediation, the complainant is issued a NRE.

What is Mediation?

Mediation is a process of assisted negotiations aimed at resolving conflicts. It allows parties to control their own dispute resolution process. The mediator is a trained, neutral, third-party whose role is to primarily support and facilitate the problem-solving process. Mediators have no decision-making authority and are bound by confidentiality within legal statutes. The parties to mediation are usually the complainant, the responding management official and the resolving official. The responding management official is the person who has been identified as allegedly responsible for the discriminatory event(s). The resolving official is the person who has the authority to approve, on behalf of the agency, any resolution to which the parties mutually agree.

Mediation is beneficial for many reasons, but it is highly successful for these reasons:

- Fast, inexpensive
- Informal, confidential
- Collaborative, future-focused
- Win-win, builds relationships

Formal Process

A complainant has 15 calendar days from the day he or she receives the NRE to file a complaint of discrimination with the USDA Office of Adjudication and Compliance (formerly the Office of Civil Rights (OCR)).

In accordance with (IAW) EEOC Management Directive 110 (MD-110) and 29 (Code of Federal Regulation) C.F.R. 1614.108, USDA is required to develop an impartial and appropriate factual record upon which to make findings on the claims raised in a formal EEO complaint. An *appropriate factual record* is one that allows a reasonable fact-finder to draw conclusions as to whether discrimination has occurred. This Report of Investigations (ROI) must be completed within 180 calendar days of filing a formal complaint. Once the investigation has been completed the Complaints Branch will review the ROI. When the review of the ROI is completed and is found sufficient they distribute a letter to the complainant (and, if applicable, to the complainant's representative) which notifies him/her of the avenues of redress. A copy of the ROI is also included. The *avenues of redress* are below.

Redress Options

A. Administrative Hearing

The complainant has the right to request a hearing before an administrative judge after 180 calendar days from filing of a formal complaint of discrimination or after completion of the investigation.

B. Final Agency Decision (FAD)

The complainant has the right to request a Final Agency Decision (FAD) within 30 calendar days from receipt of ROI. USDA has 60 calendar days from the date of request to issue the complainant a FAD. If the complainant does not make a request by the 31st day, USDA will automatically initiate the FAD process based on the record.

C. Withdraw the Complaint

The third redress option is for the complainant to withdraw the complaint of discrimination.

For more information, contact the NRCS Civil Rights Division or visit online at: http://www.nrcs.usda.gov/about/civilrights/Complaints_Branch.html

NRCS Civil Rights Division

Mission Statement

Ensure compliance with Agency policies for equal employment and programs.

USDA-NRCS Civil Rights Division
George Washington Carver Center
5601 Sunnyside Avenue, Rm 1-2130
Beltsville, Maryland 20705-5472

Phone: 301-504-2181

Fax: 301-504-2175

Toll Free: 1-866-NRCS395

(1-866-672-7395)

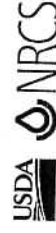
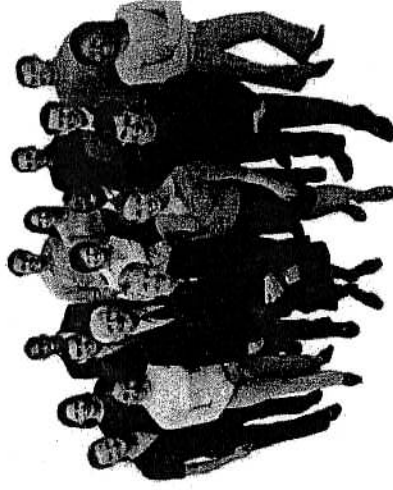


United States Department of Agriculture
Natural Resources Conservation Service

USDA is an equal opportunity employer and provider.

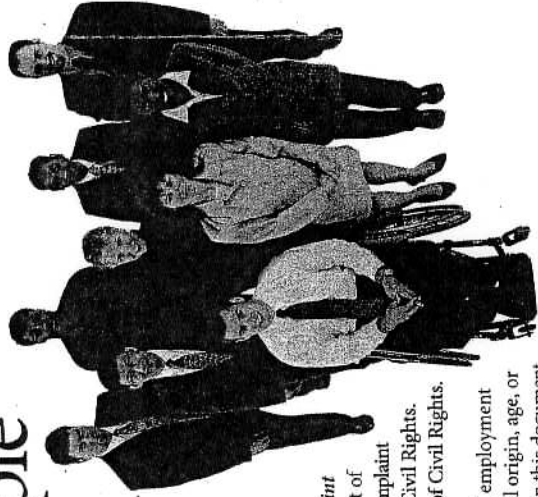
Civil Rights Division Title VI and Title VII and The Complaints Process

Equality for People and Programs



United States Department of Agriculture
Natural Resources Conservation Service

Equality for People and Programs



Title VI and Title VII

Titles VI and VII are part of the Civil Rights Act of 1964 and specifically deal with prohibited discrimination practices.

Title VI addresses Program Complaints. A *Program Complaint* is a civil rights complaint about the delivery of US Department of Agriculture (USDA) programs and/or services. The Program Complaint Process is managed and administered by the USDA Office of Civil Rights. All Program Complaints must be filed with the USDA Office of Civil Rights.

Title VII addresses laws prohibiting discrimination in federal employment on the basis of an individual's race, color, religion, sex, national origin, age, or disability. Details about the complaint procedure are explained in this document.

TITLE VI

Program Complaints

To file a USDA Program Discrimination Complaint, please write a letter to:

U.S. Department of Agriculture,
Director, Office of Adjudication and Compliance
(formerly the Office of Civil Rights)
1400 Independence Avenue, SW,
Washington, D.C. 20250-9410

The letter of complaint should include the following:

1. Name, address and phone number of complainant and authorized representative or attorney, if applicable.
3. The basis of the complaint.
4. The date(s) that the incident(s) of discrimination occurred.

5. The name of the individual(s) or entity believed to commit the discrimination and the agency that employs the individual(s).
6. The issue(s) of the complaint. The issue is a description of what happened, or the action that was taken by the individual(s) or agency that discriminated against the complainant, resulting in some harm.

You may also contact the **Office of Adjudication and Compliance** Customer Service Unit for further information at (866) 632-9992 (toll free), (202) 260-1026, or (202) 401-0216 (TDD) or visit online at: www.ascrusda.gov/complaint_filing_program.html

TITLE VII

Employment Complaints Process

The NRCS Civil Rights Division (CRD) Complaints Branch (CB) is responsible for administering the Agency's Equal Employment Opportunity (EEO) Complaints and Alternative Dispute Resolution (ADR) processes to ensure compliance with Federal statutes. These statutes prohibit discrimination in hiring, employment and program delivery for applicants, customers, and employees. The CB implements the Equal Employment Opportunity Commission's (EEOC) Federal sector applicable laws and policies in processing allegations of employment.

Federal sector EEO laws prohibit discrimination based on the following:

- Race
- Color
- National origin
- Religion
- Sex (including sexual harassment)
- Age (40 and above)
- Disability (physical and mental)

In addition to these prohibited bases, any person who feels that he/she has been mistreated by restraint, interference, coercion, retaliation, or discrimination because he or she: (1) filed a previous EEO complaint; (2) assisted or participated in any manner with an investigation, proceeding or hearing, or; (3) because of any opposition to an unlawful employment practice; may also file a complaint of "reprisal."

As a part of its commitment to provide a work environment free from discrimination, USDA also

adheres to internal policies which prohibit employment discrimination based on sexual orientation, genetic information, political status, parental status and marital status. Complaints filed on these bases cannot be appealed through EEOC. Redress is determined through a Final Agency Decision (FAD).

Pre-Complaint Process

A complainant has 45 calendar days from the alleged discriminatory event, or from when he/she becomes aware that a discriminatory event has occurred, to file an EEO Complaint of Discrimination in the **Pre-Complaint (Informal) Process**. The complainant makes an initial contact with an EEO Counselor assigned to the division branch. During that initial contact the counselor explains his or her role in the Pre-Complaint Process. The counselor is to facilitate resolution, provide information and guidance about the complaint process, explain appropriate timeframes, and advise complainants about their rights and responsibilities within the process. Additionally, the counselor will advise the complainant that he or she may elect to seek resolution through **traditional counseling** or the **Alternative Dispute Resolution (ADR) Process**. The complainant makes his or her election by completing and returning an election form to the counselor as soon as possible from the date of initial contact.

Traditional Counseling

In the Pre-Complaint stage, if the complainant elects traditional counseling, the counselor has 30 calendar days to complete a limited inquiry to attempt resolution. The counselor works with both management and the complainant. If a resolution is reached and the parties agree, then the complainant withdraws the complaint. If no resolution

District Manager Report
Diana Mayfield
May 4, 2009

I created maps, soil descriptions and updated toolkit files for:

Dennis Berger, Recon & CMT
James Schafer, CMT
Roger Loeb, CMT x2
Kevin Huebner, Recon
Hassan Nouri, Recon

Barry Berger, Recon & CMT
Jim Berger, Recon & CMT
James Krueger, Recon
Wendell Curtman, HEL
Jim Meyer, CMT

We had a successful landowner meeting with 40 landowners and 3 Staff (including Will McClain). My PowerPoint presentation is being used in Phelps and Crawford counties as well.

I was able to print and mail the April 2009 newsletter. We should probably consider an alternative to printing the newsletter. The copy machine is slower and we are limited to one copy machine. I came in very early one morning to complete the copy process. Randon has given me production costs from the state office and it would be twelve cents per copy to print 11 x 17 copies. Our last edition used two 11 x 17 copies. I would not have them fold them as I would have to go back and stuff them, so that defeats the purpose. We are down to mailing around 1,000 copies of the newsletter (down about 80). It is unrealistic to think that everyone has a computer to view the newsletters on our Website.

I contacted the Prosecuting Attorneys Office in regards to Steve Swanson. Mary Weston, Assistant PA, will be sending a letter to Mr. Swanson on our behalf. She will be stating the legal ramifications in her letter.

I assisted with the Regional Envirothon as the assistant scorer. There were 24 teams registered, however, only 21 were able to attend. The Boone County Team from Columbia took top honors in 4 of the 6 categories. They were good.

I have assisted Melinda Barch with the posting of our cost-share information into the actual cost data base. This site assists NRCS with setting the state average. I also worked with Janet Dunn, NRCS Area II Office Manager, to update manuals, files, etc.....

Terry DuBois started on April 20th. We spent a good portion of the day getting his security background check paperwork completed. I have worked getting him acquainted with the processes of the office and his position. I had him work on several Reconstitutions to acquaint himself with the mapping procedures in toolkit. He has made several field visits and Mark is working with him on the appropriate NRCS processes.

I met with Chrsi Armbruster, here at the office, to go over personnel policy changes and other issues.

I worked with landowners on cost-share applications for James Schafer, Roger Loeb, Jim Meyer, and Paul Dopuch. I showed Terry how to process the maps with fences, tanks, waterlines, etc.

BOARD MEETING REPORT from Terry DuBois

pg 1 of 1

* 4/20 Primarily new employee paperwork / background check questionnaires, etc. / Intro to office policies etc.

Gathering of study materials and study

4/21 STUDY / Intro to NRCS Tool Kit for Mapping – created usage guide and created maps for practice – John Pruitt farm. / Intro to other computer systems – establish passwords etc. / Desk Organization / Go through Debbie's files, etc / Intro to Rental Equipment / Intro to the MOSwims map program

* 4/22 STUDY / started definitions page / prepare for 1st site trip / first site trip with Mark to Paul Willsey Farm (Alpacas Ranch) . This was a follow up to a DSL-1 practice to insure that the seeding had been done and done adequately. The time elapsed made it impossible to do an actual seed count but the field looked very good. The stand was thick (no apparent thin spots or erosive areas). The seed species provided were Orchard Grass, and Kentucky Bluegrass. According to Mark, all species were present and thriving. Mark determined that the amount of acreage to be paid for was to be reduced slightly because of one small section of pasture that was not seeded. / STUDY some more! / Intro to office policies – money collections, etc.

*4/23 Intro to the Accounting System to be used for check book balancing / set appointment with USAccess (Linc Pas) to get my I.D. – set for May 6th / a little bit more practice on the NRCS Tool Kit for Mapping / site trip with John & Russ – Glade & Savannah Restoration project – very educational regarding interaction with the land owner and an overview of projects that I can refer SWCD customers to if the project doesn't fall under our cost share program

*4/24 Started to go through Debbie Raaf's Files to see what's there and clean out outdated materials / Read more of the cost share policies hand book / meet with Melinda – reviewed customer privacy policies, cyber security, civil rights policies, vehicle responsibilities, NRCS – SWCD – MDC – FSA relationship / spent quite a bit more time with the Tool Kit for Mapping -- Reconstitution of Kosark Farm, combined adjacent tracts / intro to the MO NRCS web site / received some new brochures to read - watering systems & electric fencing for serious grazers and a guide to the common Forages and Weeds of Pastures

/25 stopped by the office for just a few minutes to learn a bit more about the no-till Drill – Diana was meeting with someone picking it up

*4/27 Created File Folder and Toolkit / Created Maps and soils descriptions for Miller Farm

Reconstitution for Jon Schneider Farms – combined 2 into 1 – loaded into tool kit, created maps and soils report /

Spent quite a bit of time on the phone with John, the I.T. guy in Rolla with some computer performance issues – all problems seemed to have been resolved / FSA request for Recon of William Staggenborg completed in Tool Kit – new maps and soils reports completed – farm divided into 2 farms -- will create new file for new farm tomorrow / review DSL 1 & 2 for site trip tomorrow

*4/28 Site trip with Mark for DSL -1 or 2 program consideration at the Michael Miller Farm (#2709). The stand is pretty good but may qualify for DSL 2 / Mark introduced me to using the RUSL2 program – created an Erosion Worksheet - need to gather more information from the owner before continuing / Received e-mail from NRCS Headquarters alerting me that I have more background information to complete on-line but another e-mail from the Columbia office states that I will receive some paperwork to use in order to complete the on-line work! / Like all days - more reading. / Site trip Larry Wellman Farm # 2272 – general site visit to see various erosion problems and discuss possible solutions – IN THE USDA'S WATERING SYSTEMS for SERIOUS GRAZIERS booklet it mentions that one good reason to keep cattle out of ponds is that the animals can get stuck in the mud or fall through thin ice -- We saw this first hand at Wellman's farm. We discovered a cow carcass in the muck on the edge of the pond. Wellman said the cow had been missing since January. / Also visited Jim Estes at his farm to discuss his current Grazing System installation

*4/29 Info from Diana recording order of procedures for cost share practices / Finished Creating File folder for recon of Staggenborg Farm (started on the 27th) new maps and reports for the divided portion Eckelkamp farm / Misc. readings /

Spent a long time completing the NRCS e-QIP (Electronic Questionnaire for Investigations Processing) /

*4/30 / Another brief ToolKit lesson / Site trip with Mark to Buddemeyer Farm (#1934) took measurements for cost-share for pipe & fence for planned crazing system – first exposure to the GPS unit and its uploading to ToolKit / more work practicing in ToolKit –

**John B. Knudsen
Private Lands Conservationist
Gasconade/Maries Counties
ACTIVITY REPORT
April 2009**

Made 5 on-site visits and numerous other contacts of which the primary focus was conserving, enhancing and restoring habitat for both plants and animals in my area. These included forest, fish and wildlife concerns from landowners and also USDA and MDC LAP programs.

Made one landowner visit to look at pond. Included recommendations to preserve water quality and watershed health.

Met with 1 landowner to complete the Open Woodland WHAG for WHIP sign-up.

Gave a presentation to Boy Scouts Troop 116 in Hermann.

Time was spent monitoring and giving technical guidance and recommendations to landowners who are approved for funding for projects through LAP.

Ongoing management at my level regarding Landowner Assistance Program funding. Ongoing management and use of funding resources provided for support of my position. Some effort has been spent planning and following up with landowners who are approved for and/or have completed MDC cost-share projects in this fiscal year.

Time was spent getting current in the accomplishment reporting data base.

Substantial time spent on Annual Leave

UPCOMING EVENTS:

May 13:	SWCD Commission Meeting at LU Carver Farm
May 18:	QF Farm Tour in Osage County
May 19:	Central Region PLS staff meeting
May 28 and 29:	Conservation Summit in Columbia

Submitted 05/01/09
jbk



Natural Resources Conservation Service
1315 E Main
Linn, Missouri 65051

**April 2009
NRCS Board Report**

NRCS staff attended Farm Bill Program Training in Madison, MO. Discussion included EQIP & WHIP ranking tool.

I attended the Grassland Evaluation Contest Planning meeting for the Mid-America contest to be held in June in Springfield.

Colby and I met with Steve Morfeld to look at a possible diversion site and another critical area planting site.

Several FOSA members held a planning meeting for the FFA Ag Field Day. Had some good discussion on how to improve the day and what could be done different. Cindy and Amy plan to go to another type field day in Callaway County to gather information.

I spent a lot of time reviewing EQIP payment requests and modifications for current EQIP contracts.

I worked on the Corrective Action Plan and the Quality Assurance Plan for the FOSA.

I attended one day of the Rolla Grazing School to present a talk on Water Development and to discuss available Cost Share opportunities.

I assisted the new District Technician in Gasconade County on some new employee orientation.

Myself and another Area 2 Civil Rights Committee member performed the Civil Rights review of the Cole and Moniteau NRCS office.

Russ and I helped the Maries County SWCD with the Farm Safety Day in Vienna.

Janet Dunn, AAC, spent a day in the Owensville and Linn NRCS offices providing some training on file management.

Melinda L. Barch
District Conservationist

**April Report
Kary Wolfe**

I have been busy with EQIP, CRP and Wetland Determinations.

We expect to get more guidance of the 09 EQIP sign up soon.

I know I said this on last mo. report but thinks it will happen soon.

I think we are pretty well prepared when the state office give the go ahead.

Worked on CRP with:

Dan Billington

Leonard Voss

Paul Kornbuger

Work on EQIP with:

Byron Baker

Dan Dowler

Leonard Keilholz

Rod Schaefer

Steve Bauer

Russell Kremer

Richard Schaefer

I have been catching up on Wetland Determinations.

Roger Paulsmeyer

Tom Starke

Mark Leineke

Betty Beller

Carol Starke

Barbara Ann Huse

I have been also making many payments to EQIP participants for practices completed.

We have also been busy with reviews of older EQIP contracts.

It will soon be time to have corn planted. The old timer's all way's said its time to plan corn when the leaves on oak trees get as big as squirrel ears.

Kary Wolfe

**April 2009
Staff Report
Mark Brandt**

Here is a list of landowners and activities I have worked with the past month.

Paul Dopuch wetland determination with Mike Cook.

Russell Seifert worked up RUSLE for new crop rotations.

Mark Benz general farm visit about grazing programs. Recommended them going to school.

Sonny Rockwell looked at erosion problem from horse paths and gave him some advice.

Ron Schwarz GPS crp lines to get them right for his contract.

Gary Blackwood Hel determination and crop rotations

John Faerber HEL determination and crop rotations.

Lonnie Holland looked at existing CRP and gave him some technical advice.

Clark Glasser did HEL determination and Rusle crop rotation also talked to him about rotational grazing.

Roger Loeb farm visit on his grazing system. (potential farm tour)

Doug Lieneke GPS fencelines for EQIP payment.

James Schaeffer Wetland determination with Mike Cook.

Bille Howard worked up CRP.

Kurt Jansen looked at pond having issues with EMERGENCY SPILLWAY. Will go back out and take some pictures.

Randy Eikermann GPS CRP-21 and surveyed wetland with Wally Corey.

Paul Willsey looked at seeding for DSL-1.

Mike Miller looked at field for DSL-2.

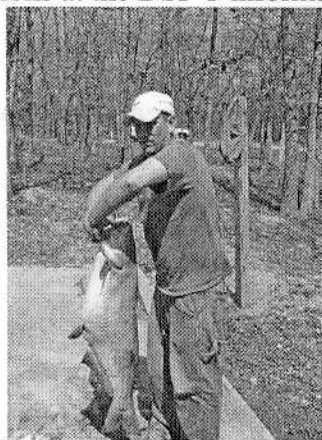
Larry Wellman general farm visit. Recommended him going to grazing school.

Bill Buddemeyer GPS fence and waterlines for District Cost-share.

Still working with 2009 EQIP applications

I attended program training on EQIP up at Madison.

I attended and answered technical questions at the DSP-3 informational meeting.



I took off a couple of days to go fishing.

MONTHLY ACTIVITY REPORT
APRIL 2009
RUSS TITUS

EQIP

- Worked on EQIP applications, updating consplans and getting them into the plan wizard.
- Field checked and processed payment on practices on Mark Loehner, John Schulte and Dave Troesser.
- Attended teleconferences
- Attended Area 2 training

HEL

- Conducted HEL determinations on several fields for Lloyd Shanks and wrote consplans

WHIP

- Met with John Prenger to discuss his ideas for a 2009 WHIP application

CRP

- Marked Jim Buechter's CRP around two ponds for fencing and NWSG seeding.

Took mornings off to turkey hunt and get some farm work done.